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FEC MAIL CENTER

Dear Sir or Madam

This is in response to your letter dated March 11, 2014.

Our procedures to obtain the information requested in your letter conform to and go beyond the "best efforts" outlined in the law and FEC regulations.

Our procedures are as follows:

- All written solicitations for contributions include a clear request for the contributor's full name, mailing address, occupation and name of employer, and include an accurate statement of Federal law regarding the collection and reporting of individual contributor identifications; using language listed in 11 CFR § 104.7(b)(1)(i)(A). The request and statement appear in a clear and conspicuous manner on all response materials included in written solicitations.
- For each contribution received aggregating in excess of \$200 per election cycle which lacks required contributor information, a written request is sent to the contributor no later than 30 days after receipt of the contribution. The request clearly asks for the missing information, and includes the statement set forth in 11 CFR § 104.7(b)(1) in a clear and conspicuous manner. The request does not include material on any other subject or any additional solicitation, except that it includes language thanking the contributor for the contribution. All requests are accompanied by a pre-addressed return post card or envelope for the response material.
- A search is made of all contributor information not provided by the contributor, but in the organization's possession, including information in contributor records, fundraising records and previously filed reports, as well as a search of publicly available information on the internet.
- For each contribution received aggregating in excess of \$200 per election cycle which still lacks required contributor information and the contributor does not respond to the initial request within a reasonable time frame, a second written request of similar format is sent to the contributor by certified mail.
- For each contribution received via the internet, a field is provided for all information required by law of individuals whose contributions exceed \$200 in an election cycle including the name, mailing address, occupation and name of employer. The donation will not be processed unless information is provided in all these fields.

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